

# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY



### Secretarial Assistant 3, Non-Stenographic

**SALARY RANGE:** \$39,457.23-\$55,413.51 (A15)

**WORKWEEK:** 35 Hour Workweek

**POSTING PERIOD FROM:** October 2, 2017

**TO:** October 16, 2017

**OPEN TO:** ☐ Unit Scope:

☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

**DIVISION/LOCATION:**

Office of the Corrections Ombudsperson  
Whittlesey & Stuyvesant Avenue  
West Trenton, NJ 08625

**JOB DESCRIPTION:** Under the direction of the Corrections Ombudsperson, answers telephone calls from the inmate population and general public; responsible for completing data entry documenting the complaints or concerns received by utilizing an access database and inmate information system; reviews and documents correspondence received from the inmate population and general public; maintains a hard copy filing system which includes the monthly purging of files as inmates are released from custody; completes related clerical functions as needed by the Corrections Ombudsperson; does other related duties as required.

**REQUIREMENTS:** Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

**EXPERIENCE:** Three (3) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

If you qualify and are interested, please send your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(subject line: Sec Asst 3, Non-Steno )

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**JOB POSTING AUTHORIZED BY:**

Douglas J. Janni, Human Resources Officer  
*The State of New Jersey is an Equal Opportunity Employer*